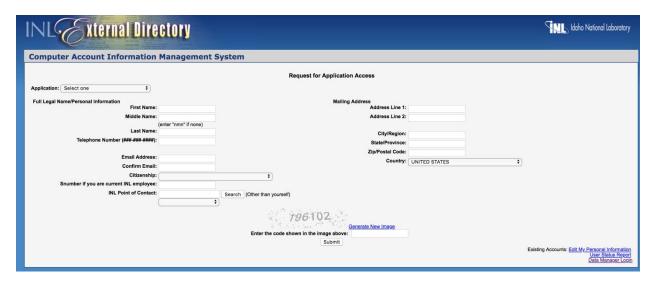
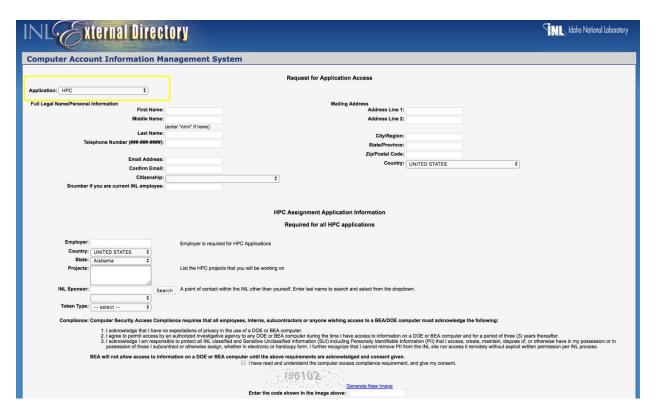
## How to Obtain an HPC Account with the Idaho National Laboratory (INL)

1. Go to XCAIMS workflow website: <a href="https://secure.inl.gov/caims">https://secure.inl.gov/caims</a>



2. Go to "Application" field. Select the drop-down menu and select "HPC." When this is selected, an additional section titled "HPC Assignment Application Information" will appear.

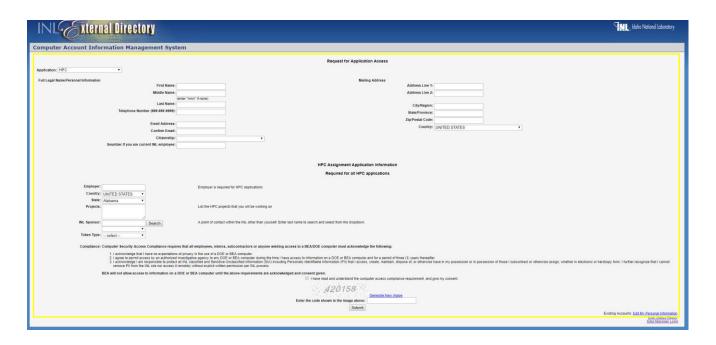
Attention: "HPC" must be selected in order to get an account. If you do not select "HPC," the INL HPC Account support team will not be notified of your account request.



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- 3. Complete **ALL** fields to state:
  - First Name: Enter first name
  - Middle Name: Enter middle name; (enter "nmn" if none)
  - Last Name: Enter last name
  - **Telephone:** Enter phone number (###-###-####)
  - Email Address: Enter preferred email; work or school email recommended
  - Confirm Email: Confirm email address
  - Citizenship: Select citizenship from the drop-down menu
  - Snumber: Complete only if you are an INL employee; leave blank if not an INL employee
  - Mailing Address: Complete all mailing address fields (address line, city/region, state/province, zip/postal code, country)
  - **Employer:** You should list the company/organization with which you are affiliated. This might be your employer, or university name if you are a student. Do not put a person's name here.
  - **Country:** Select the country your employer is located in (e.g. United States). If you are a student, list the country where your university is located.
  - **State:** Select the state your employer is located in. If you are a student, list the state where your university is located.
  - **Projects:** List the name of a project(s) that your HPC work pertains to (consult INL Sponsor). This allows the HPC group to track which programs are making use of the computing resources.
  - **INL Sponsor:** You will need an INL sponsor in order to get an HPC account. Enter the sponsor's last name and press "Search." The sponsor's name will appear in the dropdown box. Select the sponsor's name from the drop-down box. If you are an INL employee working on your own project, select your INL work organization manager.
  - **Token Type:** Select which type of RSA SecurID token you want, "Hardware" or "Software," depending on your preference, or consult your INL Sponsor. If you select "Hardware," a token will be mailed to you once the HPC account is approved. If you select "Software," you will receive instructions on how to download the token on your phone (Android or Apple iOS).
  - **Compliance:** All INL HPC users must acknowledge the policies listed on the form. Read and acknowledge the policies by clicking the box.
  - **Enter Code:** Enter code shown in the image (each code will be different for each requestee)

• Click Submit



- 4. Once you submit your form, it will be sent to the INL sponsor to approve.
- 5. Once the INL sponsor approves, it will go to the HPC team to create your account. Upon account creation, you will receive an email from the HPC team with instructions on how to login and request help with your account.

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- 6. If you have any questions or problems, please contact the HPC Support team:
  - Ben Nickell (208-526-4251, ben.nickell@inl.gov)
  - Matt Sgambati (208-526-6202, matthew.sgambati@inl.gov)
  - Scott Serr (208-526-5825, scott.serr@inl.gov)
  - Stephanie Parker (208-526-4292, stephanie.parker@inl.gov).

## Additional Steps for Foreign Nationals to complete in order to get an INL HPC Account

If you are <u>NOT</u> an US Citizen, you will need a Foreign National Security Plan submitted and approved by the Idaho National Laboratory (INL) before you will be given an HPC account. Please follow the steps outlined below:

- 1. Complete HPC Account steps in "How to Obtain an HPC Account with the Idaho National Laboratory (INL)"
- 2. Complete attached Excel form "FV&A Visitor Upload Form." Make sure all fields with an asterisk are completed.
- 3. Send the completed Excel form to the appropriate INL Point-of-Contact (POC), along with the information listed below. Consult with your INL Sponsor on who the appropriate POC is to send information to. Also send the following information:
  - a. Copies of documents such as I-20, Visa, and Passport
  - b. CV Vitae/Resume
    - CV Vitae/Resume must provide all user's science and technology specialties, all work positions with no gaps in time, and the current/accurate names of all academic institutions attended
  - c. 100-word description of the work you will be working on
  - d. List of software you plan to use
- 4. The INL POC will complete a Foreign National Security Plan and submit to the INL for review and approval.
- 5. Once the Foreign National Security Plan is approved, HPC Account access will be approved and an account will be created. You will receive an email with instructions on how to login and request help with your account.
- 6. If you have any questions or problems, please contact the HPC Support team:
  - Ben Nickell (208-526-4251, ben.nickell@inl.gov)
  - Matt Sgambati (208-526-6202, matthew.sgambati@inl.gov)
  - Scott Serr (208-526-5825, scott.serr@inl.gov)
  - Stephanie Parker (208-526-4292, stephanie.parker@inl.gov).